
















ACTIVITY: Testing & Tagging - Class 1 & 2			SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1				
Company Name:		Address:		ABN:
Company Contact:		Position:		Phone No.:
Project Details				
Project:			Insert Photo	
Job Address:				
Job Description:				
Relevant workers must be consulted in the development, approval and communication of this SWMS:			SWMS Approved by <i>Employer/PCBU/Director/Owner</i> :	
Name: (Include names of workers who were consulted in relation to the development of this SWMS)	Signature:	Job Title:	Date:	
	Print Name			
	Signature:			
Date:				
Name of Principal Contractor:		Principal Contractor Company Name:		
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:		Date:

DOCUMENT NO: 10390	VERSION NO: 2	ACTIVITY: Testing & Tagging – Class 1 & 2	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

Name of person responsible for ensuring compliance with SWMS:	Signature:	Date:
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<p>SWMS Scope</p> <p>This SWMS covers safety inspection and testing of Class 1 and 2 electrical equipment in the workplace, using a portable appliance tester (PAT), with electronic push-button/function key testing functionality. Includes equipment (including in-service equipment) connected to a general power outlet (GPO) by either a permanently connected flexible power supply or a detachable flexible power supply cord.</p> <ul style="list-style-type: none"> - Class 1: equipment is protectively earthed with a 3-pin plug. Examples could be photocopiers, heavy-duty hand tools, generally larger/heavier items or items designed for commercial use. There is potential for damage/injury if an Insulation Only Tester is used. A licensed electrician is required for testing using an ohmmeter. - Class 2: equipment is protected by double insulation and will normally be fitted with a 2-pin plug. Examples of Class 2 equipment could be desktop computers, laptop computers, and typically small electrical appliances with a detachable power supply. <p>Equipment with power surge devices fitted may give false results and additional testing may be required.</p> <p>If ever you are unsure, seek advice from a licensed Engineer/Electrician.</p> <p>Refer to separate specific SWMS for Testing & Tagging of Electrical Cords and Residual Current Devices.</p>	<p style="text-align: center;">Personal Protective Equipment (PPE)</p> <p>Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.</p> <p>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com</p> <table border="1" style="width:100%; text-align: center; border-collapse: collapse;"> <tr> <th style="width:15%;">Foot Protection</th> <th style="width:15%;">High Visibility</th> <th style="width:15%;">Head Protection</th> <th style="width:15%;">Hand Protection</th> <th style="width:15%;">Protective Clothing</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sun Protection</td> <td colspan="4">Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)</td> </tr> </table>	Foot Protection	High Visibility	Head Protection	Hand Protection	Protective Clothing						Sun Protection	Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)			
Foot Protection	High Visibility	Head Protection	Hand Protection	Protective Clothing												
																
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Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task. - If represented by an elected health and safety representative, the representative is included in any consultation - Any other persons on site (trade or otherwise) who is effected by the same matter is consulted and co-operative arrangements are made (e.g. co-ordination or alternative measures) - Document consultation and action items. <p>Liaise with site management, ensure operators are provided with site induction:</p> <ul style="list-style-type: none"> - Site safety rules - Amenities

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		<ul style="list-style-type: none"> - No-go zones - Traffic management requirements - First aid - Emergency plans including location of fire equipment. <p>Ensure all persons entering construction site have a valid Construction Induction Card (or equivalent). Ensure operator is trained and competent in</p> <ul style="list-style-type: none"> - Using the PAT - The testing method specific for the device being tested. 			
		<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">RB: 4A</td> <td style="width: 70%;">Person responsible to implement control measures:</td> <td style="width: 15%;">RA: 2M</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 2M
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Job Step: Preparation					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Assess the site, check:</p> <ul style="list-style-type: none"> - Lighting, ventilation, humidity levels, ignition sources/explosive atmosphere, chemical stores - Obstacles, hazardous works in close proximity - Presence of water, overloaded outlets. <p>Conduct risk assessment to identify any hazards that may be present in the work area as well as the Device Under Test (DUT): Check:</p> <ul style="list-style-type: none"> - Records/knowledge of any faults, malfunctions etc. with any of the equipment being tested - Duration of task - Accessibility to equipment (housekeeping) - Necessity to lift, move or carry equipment - Condition/integrity of DUTs - Condition/integrity of testing equipment - Current rate/s being tested - Requirement for induction/cards, permits, etc when testing equipment located on a construction site - If site/equipment is protected by fixed or portable residual current devices (RCDs). <p>Ensure relevant site personnel are aware of testing activities and arrangements have been made for clear access to the equipment. Obtain site Test & Tag Register, check:</p> <ul style="list-style-type: none"> - Risk assessments are accurate for type of equipment and environment - Risk assessments have been conducted for testing intervals - Testing intervals are in line with AS 3760 and Code of Practice <ul style="list-style-type: none"> o Construction sites – 3 months o Hire equipment – 3 months o Manufacturing, maintenance, etc. -6 months o Commercial cleaning equipment – 6 months o Accommodation environments – 2 years 			

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		<ul style="list-style-type: none"> ○ Specified high risk environments – 12 months ○ Low risk environment– 5 years. <p>Note: AS/NZS 3760:2010 specifically excludes medical devices and electrical devices in patient care areas. There are specific Australian Standards to cover that equipment. Operators must read and understand instruction manual for the PAT being used, including Menu system Function keys Test results and printouts.</p> <p>Ensure correct PAT, suitable for task. For example:</p> <ul style="list-style-type: none"> - 12 V maximum, test current between 100-200 mA - 12 V maximum, test current of 10 A - 12 V maximum, test current 1.5 times the rated current of the DUT but not less than 25 A. 			
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Job Step: Pre-Operational Inspection					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> ○ awkward, twisting, bending positions ○ lifting, carrying, or putting down objects ○ repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Be aware of items left in routes of passage and around equipment.</p> <p>Compare DUT details with logbook data to ensure it is correct.</p> <p>Identify Device Under Test (DUT) (Class 1 or 2) so that the appropriate test can be carried out.</p> <p>Check if the DUT will be subject to:</p> <ul style="list-style-type: none"> - Damage or excessive wear or use - Exposure to moisture, heat, vibration, chemicals, dust or other causes of reduced performance. <p>Equipment subject to harsh conditions may require more frequent inspection and testing.</p> <p>Ensure that the Portable Appliance Tester (PAT) has been calibrated within the last 12 months. Ensure:</p> <ul style="list-style-type: none"> - Hands and clothing are dry - Calibration of PAT is current, <12 months - PAT has been serviced/maintained as per manufacturer recommendations - LED displays are functioning correctly - Batteries are charged. <p>Visual Inspection: Complete a visual inspection of the DUT including its supply cord and connections.</p> <p>Check for:</p> <ul style="list-style-type: none"> - Any sign of corrosion or discolouration (indicating presence of excessive heat, moisture or chemicals) - Defects - Modifications, etc - DUTs should be in good condition and any modifications must be compliant with electrical standards. 			

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		<p>Inspect flexible cords by checking:</p> <ul style="list-style-type: none"> - To ensure cords are securely connected to the DUT, plugs, connection points and sockets by pulling, pushing and rotating the cords. - That the inner cords are not exposed or twisted <ul style="list-style-type: none"> o Visually check first to identify if there are any exposed inner cords, protruding wires or obvious deformities o If cord appears intact carefully run the cord through your hands to feel if there may be any internal damage – potential for nicks/abrasion - The external sheaths of cords to ensure they are not cut, worn, twisted or damaged whereby the insulation or inner cords are visible - That there are no iron filings in the insulation - To ensure that conductors remain protected and that no insulation tape has been applied - That terminals have not spread by connecting plugs and extension cord sockets. <p>Inspect all labels, markings and warning indicators (showing the maximum load to be connected to the DUT) are legible and intact.</p> <p>Inspect remainder of DUT by checking:</p> <ul style="list-style-type: none"> - Any operating controls are secure, aligned, have identification and are in good working order - Any covers, guards, etc are secured in place and working in the manner that they were designed - Any ventilation inlets or outlets/exhausts to ensure there is no obstruction to air flow which may cause overheating of the DUT - The pins of insulated plugs to ensure there is no damage to the pins and shrouds if fitted - The current rating of the plug is the same as the rating of the DUT it is connected to - Any Fuse / Overload protection components (if fitted) are in good condition - All safety devices and systems to ensure they are in good working order (i.e. overload latches & buttons). <p>Continue testing if the DUT passes the visual inspection.</p> <p>Do not continue testing if the DUT fails the visual inspection.</p> <p>Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <table border="1" data-bbox="1014 1155 2045 1203"> <tr> <td>RB: 3H</td> <td>Person responsible to implement control measures:</td> <td>RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Job Step: Operation – Initial Tests					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution 	<p>During all Testing: Avoid risk of electric shock /electrocution or damage to property by following the instructions for testing with the PAT.</p> <p>Select the current rate on the PAT that is appropriate for the DUT, i.e. same as the current rate of the DUT.</p>			

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<ul style="list-style-type: none"> - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<ul style="list-style-type: none"> - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Plug the PAT into the power outlet (GPO) for the DUT:</p> <ul style="list-style-type: none"> - Conduct a Supply Mains Test to identify if there is a fault with the mains supply. - Only continue initial testing if no fault detected. - Conduct a No Connection No Test (NCNT) Test <ul style="list-style-type: none"> o Switch on the DUT. o Confirm the DUT: <ul style="list-style-type: none"> ▪ Is detected by the PAT ▪ Is switched on. <p>Continue testing if the DUT passes the initial test. Do not continue testing if the DUT fails the initial test. Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">RB: 4A</td> <td style="width: 60%;">Person responsible to implement control measures:</td> <td style="width: 25%;">RA: 2M</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 2M
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Job Step: Operation – Earthing & Insulation Testing

<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Do not use an insulation only tester for earthing testing as this may cause damage.</p> <p>Conduct earthing and insulation testing:</p> <ul style="list-style-type: none"> - Identify type of DUT, i.e. Class 1 or 2 - Connect the earth clip to any exposed metal on the DUT - Press the appropriate test buttons/function keys on the PAT - Note pass or fail as required: <ul style="list-style-type: none"> o Maximum earthing resistance 1.0 MΩ (Class 1 only) o Minimum insulation resistance 1.0 MΩ (Class 1 and 2) - Note appliance number for logbook and print out records. - Unplug the DUT from the PAT. <p>If the DUT has passed earthing & insulation testing:</p> <ul style="list-style-type: none"> - Re-plug into the GPO if appropriate - Continue testing. <p>If there are doubts with the insulation testing results conduct Leakage Testing to confirm pass or fail.</p> <p>Do not continue testing if the DUT fails the earthing & insulation test.</p> <p>Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>NOTE: Electrical equipment fitted with surge protection devices may cause a failed insulation test result as the surge protection devices may trip when being tested at 500V.</p> <p>If this should occur change the test voltage to 250V then retest. If the test still results in a fail, check the</p>
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		<p>Operator's Manual for further information. If still unable to resolve: Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p>			
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Job Step: Operation – Leakage Testing					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Leakage testing:</p> <ul style="list-style-type: none"> - Can be conducted as an alternative to insulation testing or if there are doubts with the insulation testing results - Identifies errors of leakage that may not have been detected by a normal insulation test. <p>Do not use an insulation only tester, as this may cause damage to earth protected equipment. Conduct leakage testing:</p> <ul style="list-style-type: none"> - Identify type of DUT, i.e. Class 1 or 2 - Connect the earth clip to any exposed metal on the DUT. - Press the appropriate test button/function key on the PAT. - Note pass or fail as required: <ul style="list-style-type: none"> o Maximum leakage 5 mA (Class 1) o Maximum leakage 1 mA (Class 2) - Note appliance number for logbook and print out records - Unplug the DUT from the PAT. <p>If the DUT has passed testing re-plug into the GPO if appropriate. Do not continue if the DUT fails the leakage test. Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p>			
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Job Step: Tagging					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks : <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder 	<p>For DUTs that pass testing: Remove tag from the DUT if it has been inspected previously. Apply a new tag to the DUT that includes:</p> <ul style="list-style-type: none"> - Date of testing - Outcome of testing - Due date for the next inspection - Plant number or inspection number of the DUT - Licence/certificate number, printed name of the licensed electrician or trained competent person who carried out the test and filled in the tag. 			

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<p>down objects</p> <ul style="list-style-type: none"> ○ repetitious movements 		<p>Ensure that all tags:</p> <ul style="list-style-type: none"> - Are durable and water resistant - Are non-metallic - Are self-adhesive or positively secured - Cannot be re-used - Have a bright, distinctive surface. <p>Tags may be colour coded to identify:</p> <ul style="list-style-type: none"> - Month DUT was tested - Duration of interval between testing, e.g. 3, 6, 12, 24 months, etc. <p>If tags do not contain all of the information required, the rest of the information must be recorded in the Site Electrical Register.</p> <p>If tags are not used the DUT must be marked / labelled so that record of testing in the Register can clearly identify the relevant equipment</p> <p>Prepare/update Site Electrical Equipment Register. Include in the Register:</p> <ul style="list-style-type: none"> - The date of the inspection - The due date for the next inspection - The plant number or inspection number of the DUT - The results of the tests and inspections - Details of any repair/maintenance work required as a result of the inspection - The licence/certificate number, printed name and signature of the trained competent person who carried out the inspections and tests. <table border="1" data-bbox="1014 963 2045 1011"> <tr> <td>RB: 1L</td> <td>Person responsible to implement control measures:</td> <td>RA: 1L</td> </tr> </table>	RB: 1L	Person responsible to implement control measures:	RA: 1L
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Job Step: New Electrical Equipment					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks : <ul style="list-style-type: none"> ○ awkward, twisting, bending positions ○ lifting, carrying, or putting down objects 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder 	<p>Brand new electrical equipment does not have to be tested before first use.</p> <p>New electrical equipment should be visually checked before first use to ensure it has not been damaged during transport, delivery, and installation or commissioning.</p> <p>The date the new equipment is placed into service should be recorded and may be fitted with a tag stating:</p> <ul style="list-style-type: none"> - "New to Service" - Date of entry into service - Date when first testing is due - That it has not been tested. 			

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<ul style="list-style-type: none"> ○ repetitive movements 		<p>A suitably trained in-house person can do fitting a "New to Service" tag. A system can be put in place to include all new electrical equipment in the next round of electrical testing to be carried out at the workplace. Second hand electrical equipment that is purchased should be tested before being put into service.</p> <table border="1" data-bbox="1014 392 2045 437"> <tr> <td data-bbox="1014 392 1151 437">RB: 1L</td> <td data-bbox="1151 392 1924 437">Person responsible to implement control measures:</td> <td data-bbox="1924 392 2045 437">RA: 1L</td> </tr> </table>	RB: 1L	Person responsible to implement control measures:	RA: 1L
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Job Step: Maintenance					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> ○ awkward, twisting, bending positions ○ lifting, carrying, or putting down objects. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress. 	<p>Check that the PAT has not been damaged during use.</p> <p>Ensure the PAT is packed away and stored in its supplied container/packaging to avoid damage.</p> <p>Schedule annual calibration of the PAT.</p> <table border="1" data-bbox="1014 687 2045 732"> <tr> <td data-bbox="1014 687 1151 732">RB: 3H</td> <td data-bbox="1151 687 1924 732">Person responsible to implement control measures:</td> <td data-bbox="1924 687 2045 732">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Emergency Procedures / Emergency Response					
<p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced. 	<p>Develop site-specific rescue procedures/SWMS.</p> <p>Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p> <p>Person/s responsible to implement and follow emergency procedures and control measures:</p>				
Review					

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<p>To ensure controls are implemented and monitored effectively:</p> <ul style="list-style-type: none"> • Toolbox /pre-work meetings will be undertaken • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: <ul style="list-style-type: none"> ○ Spot checks ○ Consultation ○ Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons) 	<p>Ensure all controls are reviewed as per the following:</p> <ul style="list-style-type: none"> • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed • A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.
<p>Person/s responsible to implement and follow monitoring and review procedures and control measures:</p>	

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) 	<p>Example:</p> <p>(Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.</p>	<p>Example:</p> <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits, Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS	
<p>Example:</p> <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p>	<ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 1984 ○ Occupational Health & Safety Regulations 1996 ○ Codes of Practice: • Australian Standards: 	

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<p>Portable Appliance Tester (PAT) (Make & Model)</p>	<ul style="list-style-type: none"> • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ Construction Work ○ How to Manage Work Health and Safety Risks ○ Hazardous Manual Tasks ○ Managing Electrical Risks in the Workplace ○ WHS Consultation, Cooperation & Coordination 	<ul style="list-style-type: none"> ○ AS/NZS 3760:2010 <i>In-Service safety inspection and testing of electrical equipment</i> ○ AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites</i> ○ AS/NZS 3017:2007 <i>Electrical installations - Testing and inspection guidelines</i> ○ AS/NZS 60335.1:2011 <i>Household and similar electrical appliances - Safety - General requirements (plus amendment 2012)</i> ○ AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> ○ AS/NZS 60745.1:2009 <i>Hand Held Motor Operated Electric Tools. Safety – General Requirements</i>
<p>Reference Documents</p>		
<p>Work Health & Safety Regulations (2011) : <i>Chapter 4 High Risk Work Part 4.7 General safety in workplaces and energised electrical work</i> Safe Work Australia (2011):Code of Practice: <i>Managing Electrical Risks in the Workplace</i> Wavcom Instruments: <i>Portable Appliance Testers Instruction Manual</i></p>		

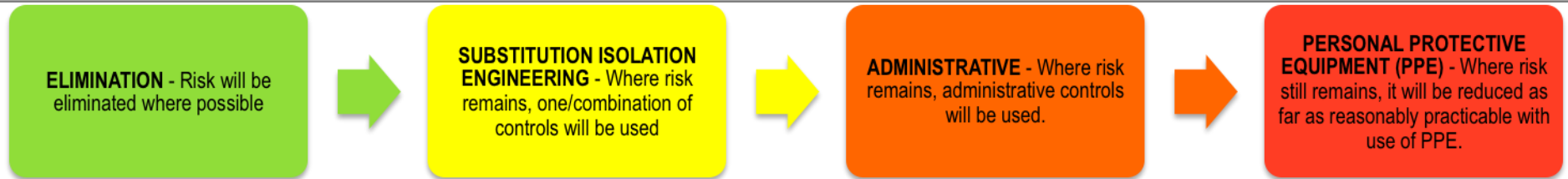
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SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position		Signature		Date	Time	Employer/PCBU/ Supervisor	
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



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RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		
What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence	
What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

Step 3 Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	ACT NOW – Urgent - does something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently.
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review regularly, and if any equipment/people/materials/work processes or procedures change.

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